

**ERIE COUNTY
PARKS,
RECREATION &
FORESTRY**

NOTICE OF VACANCY

LOCATION: CHESTNUT RIDGE PARK/VARIOUS COUNTY PARKS
SHIFT: VARIABLE
TITLE OF POSITION: SUPERVISING PARK RANGER
FULL TIME – CSEA PROVISIONAL
POSITION NUMBER: 51012679
JOB GROUP & SALARY SCALE: 11 - \$20.944 - \$27.483

MINIMUM REQUIREMENTS:

GRADUATION FROM A REGIONALLY ACCREDITED OR NEW YORK STATE REGISTERED COLLEGE OR UNIVERSITY WITH A BACHELORS DEGREE IN PARKS AND RECREATION, RECREATION RESOURCE MANAGEMENT, ENVIRONMENTAL SCIENCE OR CLOSELY RELATED FIELD AND THREE (3) YEARS OF EXPERIENCE WORKING IN THE FIELD OF CONSERVATION, ENVIRONMENTAL SCIENCE, PARKS OR RECREATION, FORESTRY OR RELATED FIELD, AT LEAST ONE (1) YEAR OF WHICH WAS IN A SUPERVISORY CAPACITY.

SPECIAL REQUIREMENT:

POSSESSION OF A VALID NEW YORK STATE CLASS D (MINIMUM) DRIVER'S LICENSE AT THE TIME OF APPOINTMENT.

NOTE: VERIFIABLE PART-TIME AND/OR VOLUNTEER EXPERIENCE WILL BE PRO-RATED TOWARD MEETING FULL-TIME EXPERIENCE REQUIREMENTS.

THIS NOTICE WILL BE POSTED FOR THE PERIOD OF JUNE 1, 2015, THROUGH AND INCLUDING JUNE 10, 2015.

COPY TO: PERSONNEL DEPT.

PLEASE ADDRESS REPLIES TO:

TROY P. SCHINZEL, COMMISSIONER-PARKS
ERIE COUNTY PARKS DEPARTMENT
95 FRANKLIN STREET, ROOM 1254
BUFFALO, NEW YORK 14202

SUPERVISING PARK RANGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibilities for assisting in the supervising and performing of public contact work, and promoting a safe and pleasant atmosphere in Erie County parks. Also to educate the park visitors on the natural resources of the park, bringing about an environmental awareness to the public and protection of park resources. Work is performed under the general supervision of a higher-ranking employee who assigns and reviews work for confirmation with policy. Supervision is exercised over Park Rangers. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises the training and scheduling of the Park Ranger(s);
- Assists in developing and monitoring a comprehensive park ranger program;
- May meet with community clubs or other organizations to educate and assist on approved usages of County Parks;
- Working alone or with other supervisory parks personnel plans and oversees a program of parks protection and assigns workers to regular patrols and inspections;
- Working alone or with other supervisory parks personnel, may supervise the physical care of the park, including planting and trimming trees, shrubs and grass; pest eradication; control of tree disease; landscaping and beautification projects;
- Assists in supervising the informing and monitoring of Erie County rules and regulations;
- Assists in supervising and monitoring the effectiveness of rules, regulations and procedures and suggests changes to improve public relations;
- Assists in the supervision of providing general information to the public on the park system -- directions, park maps, shelter reservations;
- Assists in the supervision of the creating and conducting of interpretive programs --nature walks, park history, tours, computerized/video presentations and other means of educating the public about the Erie County Parks system;
- May assist in supervising the design and construction of park improvements;
- Assists in the supervision of application of First Aide procedures, including CPR;
- Confers regularly with the Commissioner on preparation of reports and budget requirements and for recommendations on park facilities and execution of programs;
- Assists in the supervision of maintaining a daily log on work activities, including encounters, ideas, and future plans.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the workings of the natural environment; working knowledge of the Erie County Park laws and regulations; ability to promote, plan and conduct a wide variety of interpretive park programs; ability to maintain records and prepare reports; ability to work with people of all ages; ability to express self clearly and concisely, both orally and in writing; initiative; resourcefulness; responsibility; capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in Parks and Recreation, Recreation Resource Management, Environmental Science or closely related field and three (3) years of experience working in the field of conservation, environmental science, parks or recreation, forestry or related field, at least one (1) year of which was in a supervisory capacity.

SPECIAL REQUIREMENT:

Possession of a valid New York State Class D (minimum) driver's license at the time of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.